

North Carolina Agriculture Cost Share Program Review Summary  
(May, 2015)

County	<u>Sampson</u>	Date of Previous Review/Report	<u>2007</u>
District Staff Name(s)	<u>Melanie Harris, Dwayne Faircloth, Henry Faison, Tenna Autry</u>	Date	<u>05/13-14/2015</u>
NRCS Staff Name(s)	<u>Gavin Thompson</u>		
Division Representative(s)	<u>Ken Parks, Kristina Fischer</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	The board meetings are no the fourth Tuesday of the month at 8:30 a.m.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The notices are posted in the local newspaper, <u>The Sampson Independent</u> and at the county offices and on the bulletin board at the office.		X			

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					They are working on the posting this on the county's website.					
<i>When do you develop a conservation plan for a potential applicant?</i>				X	The district technicians go to the applicant's site identify the resource concerns and then come back to the office to assess the concerns and see if they qualify for funding or just need technical assistance.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	The technicians see what they want and what they actually need based on NRCS standards. The also run preliminary programs to see what BMPs are actually needed.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>	X				Yes. <b>Commendation.</b>		X			
<i>Are application decisions/motions recorded in the board minutes?</i>	X				Yes, looked good. <b>Commendation.</b>		X			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs?				X	This is being tracked on their contract ledger spreadsheet and also on the spotcheck spreadsheet.		X			

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Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	The district technicians use their spreadsheets and check with FSA records and also with other counties. They are willing to look at other incentive spreadsheets.		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	Same as above.		X			
Once applications are approved, how do you develop a contract?				X	Once the higher ranking applications are approved the information is taken and entered in CS2 as a contracts. All the other documentation from Toolkit has already been completed prior to contracting.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				Yes, the application packet has a letter explaining the contract process and is discussed thoroughly to the applicant. <b>Commendation.</b>		X			
What procedures do you follow for notifying the applicant that work can begin?	X				The technician's give the applicant a phone call or tell them in person they can start work after the division approval of the contract. <b>Commendation.</b>		X			

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What information do you provide the applicant?	X				The applicants also get a copy of the contract and conservation plan. This includes maps, conservation plan, job sheets and BMP specifications and signed documentation. <b>Commendation.</b>		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>	X				Yes. <b>Commendation.</b>		X			
<i>Are contract decisions/motions recorded in the board minutes?</i>	X				Yes, looked good. <b>Commendation.</b>		X			
Describe the district/board's procedure for approving supervisor contracts.					The supervisor leaves the meeting and abstains from voting.					
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>		X			Yes. <b>Recommend</b> to add specific reason to why a supervisor leaves the meeting.	X		District will specify why supervisor leaves.	Next board mtg. if applicable.	Plan of action accepted.
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	The technicians make several phone calls and site visits depending on the BMP to ensure the installation is going correctly and meeting the deadline.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	They use their ledger spreadsheet and also the CS2 1/3 <sup>rd</sup> date to track the progress		X			

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Is the district recording 6-month extensions in the board minutes?	X				Yes, looked good. <b>Commendation.</b>		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	The documentation is recorded in the conservation 6 notes and is recorded on an engineer's approval letter. The documentation also includes some pictures of the BMPs.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, and it is documented in the 6 notes and also on an "as built" map.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, looked good.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	The RFPs are signed by delegated authority and this documented in the district's strategy plan.		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	The district sends in a letter of request to the Commission with details of the contract and a supervisor attends the Commission for the request.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>		X			These were recorded in the minutes, but <b>recommend</b> to include who signed as delegated authority and date. I would also suggest to use this process	X		District will include supervisor that signed and documents in the minutes.	Next board mtg. if applicable.	Plan of action accepted.

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					of handling RFPs as an exception at times when the board does not meet rather than normal business procedure. It is always better to approve the RFPs at an actual meeting when possible.					
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				X	Spotchecks are done usually in the Spring around May. The staff and supervisors conduct these.		X			
How does the district select which contracts to spot check?				X	The spotcheck ledger is used and the inactive ones are pulled out and a random number is selected that number is used to pull contracts.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.				X	Yes		X			
How does the district review five percent of all waste utilization plans?				X	The district is not doing any of these plans unless there are any with cost share plans. The plans are sent to the district from the integrators.		X			


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How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Yes, these are noted on the annual NRCS spotcheck.		X			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Yes, a phone call or a certified letter is sent.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	At the board meetings.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	Once the BMP is found out of compliance a notice is sent out to re-implement the BMP or repay pro-rated amount of the BMP.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes. There was documentation provided.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										





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How does the district track BMP funds?				X	The district keeps track of the BMP funds on an Excel spreadsheet and keeps a running total.		X			
How does the district use the division on-line (website) reports?				X	Yes. The technicians use these reports to reconcile with CS2.		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				X	The district technicians complete the BMP certification (audit). The last audit was done May, 2014. Yes, was signed and notarized.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The TA funds are tracked by the county finance office. Yes, they are audited. The last one was on June 30, 2014 by the Thompson, Price, Scott, Adams & Co., PA.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Melanie Harris and Henry Faison.		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The operating funds are tracked by the county finance office. Yes, they are audited. The last one was on June 30, 2014 by the Thompson, Price, Scott, Adams & Co., PA.		X			


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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The matching funds are tracked by the county finance office. Yes, they are audited. The last one was on June 30, 2014 by the Thompson, Price, Scott, Adams & Co., PA.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	These is being tracked by TA timesheets sent in to Paula.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	There was JAA documented for Melanie and the other staff is working on their JAA.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	Yes.		X			
<b>Office Section Comments:</b> There were 8 commendations for a job well done on the contract procedures of office section. There was also 2 recommendations and no corrective actions on the office section of the review.										

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 82-2008-012 Applicant Name: Michael Hope BMP: Field Border, Grade Stabilization Structure  				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			


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Contract Number: 82-2009-112 Applicant Name: Jo Strickland BMP: Pasture Renovation (Drought Grant) 				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			

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Contract Number: 82-2008-028, 82-2010-023 Applicant Name: Henry Moore, <i>Supervisor</i> BMP: Composter (Biovator), Rooftop Runoff Mgmt. 				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			


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Contract Number: 82-2006-018 Applicant Name: Andy Powell BMP: Cropland Conversion to Grass 				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			


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<div>Contract Number:</div> <div>Applicant Name: M &amp; A Farms</div> <div>BMP: Fencing, Tanks, Critical Area Planting, Heavy Use Area</div> <div></div>				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			





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Contract Number: 82-2007-010 Applicant Name: Robert Caldwell BMP: Grassed Waterways, Field Border 		X			The grassed waterways were functioning properly and looked good.  The filed border had many bare areas and the width needs checking. A <b>recommendation</b> is given to check the width and reseed the field border and allow the grass to get reestablished based on technical specifications.	X		Field border was checked & meets the minimum width (10') in the standard. Discussed with Mr. Caldwell the recommendations and recommended the he stay off the border.	6 months to re-establish grass.	Plan of action accepted.




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Contract Number: 82-2009-124 Applicant Name: William Herring, Jr. BMP: Irrigation Well (Drought Grant) 				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			


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Contract Number: 82-2009-122 Applicant Name: Robert Thornton, <i>Supervisor's Father</i> BMP: Pasture Renovation (Drought Grant)  				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			


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<div>Contract Number: 82-2014-008</div> <div>Applicant Name: Dennis Waller, <i>Supervisor</i></div> <div>BMP: Cropland Conversion to Grass</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>Good documentation in the file.</div>		X			


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<p>Contract Number: 82-2011-005 Applicant Name: Richard Casey BMP: Hydrants</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>Good documentation in the file.</p>		X			

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Contract Number: 82-2009-007 Applicant Name: Milton McLamb BMP: Grade Stabilization Structure 				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			




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Contract Number: 82-2005-013 Applicant Name: Norman Naylor BMP: Hydrants 				X	The BMP was functioning properly and looked good.  Good documentation in the file.		X			

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<div>Contract Number: 82-2010-102</div> <div>Applicant Name: Gladys Bass</div> <div>BMP: Ag. Pond Sediment Removal (Drought Grant)</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>Good documentation in the file.</div>		X			

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<div>Contract Number: 82-2010-009</div> <div>Applicant Name C &amp; M Swine, LLC</div> <div>BMP: Lagoon Closure</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>Good documentation in the file.</div>		X			



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<p>Contract Number: 82-2013-020 Applicant Name Reuben Cashwell, <i>Supervisor</i> BMP: Long Term No-Till</p> 			X		<p>The BMP was functioning properly and looked good other than Tract 839, Field 2 and Tract 961, Field 2. A <b>corrective action</b> is given for these two fields due to the fact there is not 80% residue on them and therefore are out of compliance.</p> <p>Good documentation in the file.</p>	X		<p>Spoke with Mr. Cashwell. He has lost control of the land. Mailed him a non-compliance letter 6/1/15 and gave him the option to repay or swap the acreage. Reuben will swap and bring maps in the next couple weeks. He understands that the maintenance period will start over (5 yrs.) for the new acreage.</p>	<p>Because this is a vegetative practice, he has 1 yr. to re-establish.</p>	<p>Plan of action accepted. Division staff has followed up with the district staff on how to proceed to help the landowner put the BMP back in compliance.</p>

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<b>Field Section Comments:</b> There was 1 commendation given for a job well done on the good documentation in all the district files. There was also 1 BMP recommendation and 1 BMP corrective action on the field section of the review.										